

MINUTES
Regular Session
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY APRIL 08, 2008
3:00 PM

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Board motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Roll Call

Chairperson Binick, Vice Chairperson Hough, Board Members Holguin and P&Z Commission Liaison German were present; Board Member Darby arrived at 3:09 p.m.; with the resignation of Dugan McDonald there is currently one seat vacant.

Also Present: Community Development Director Nancy Buckel, Sr. Planner Mike Jenkins, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Binick.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a. March 11, 2008 – Regular Session

b. **Set Next Meeting, Date and Time:**

May 13, 2008 – Regular Session

c. **Acknowledgement of resignation of Board Member Dugan McDonald.**

On a motion by Hough, seconded by Holguin, the Consent Agenda was unanimously approved as presented, with Item 4.b. to be addressed later.

Chairperson Binick requested that Item 4b. be pulled from the Consent Agenda for discussion under Item No. 6. Binick also confirmed that Board Member McDonald has submitted his formal written resignation citing conflicts with other activities.

5. Call to the Public for Items not on the Agenda

There was no public input.

6. Discussion on Changing Time and Date of Design Review Board meetings.

On a motion by Hough, seconded by German, the Board voted unanimously to move the regularly scheduled meetings to the fourth Tuesday of each month, beginning with the fourth Tuesday in May at 3:00 p.m.

Community Development Director Buckel referred to the monthly schedule of meetings in the Council Chambers, copies of which had been distributed to the members, and pointed out the days and times that were currently open. After some discussion of the availability of both staff and the members, it was determined that the fourth Tuesday of each month, with the meetings scheduled from 3:00 p.m. to 5:00 p.m. would be the better choice, and action was taken

accordingly. There was some concern expressed about trying to accommodate Mr. Sheehan's time frame for his application since the next meeting under the new schedule would be six weeks away. Director Buckel explained that his application still lacks information that staff needs in order to schedule his hearing.

Buckel will notify the Clerk and the Council of the change in the meeting date and time.

7. Presentation and Discussion by Staff on Amendment procedures.

There was no action taken.

Buckel reviewed the amendment process established with the Planning & Zoning Commission and the Council, with the Design Review being one more step in that process. Buckel said that staff had drafted the proposed amendment for review by the Board, based on the notes taken at the recent Work Session. As one example, Buckel suggested that there could be further clarification of what the pictures in the library are intended to illustrate. When the Board has approved the amendment it will be recommended to the P&Z Commission for approval and then to the Council for final approval.

8. Continued Discussion of Amendment 08-01 to Section 124: for the Planning and Zoning Ordinance and the Design Review Manual as directed by Council.

Staff was directed to schedule a Work Session for May 13, 2008, at 3:00 p.m. for review of photos for the visual library.

Binick said that the Work Session with the Council was very informative and Council appears to now be in support of the direction the Board is taking, with the administration and the visual library being key items. Buckel displayed a Power Point presentation of photos that Binick had submitted. The members discussed the photos with Binick as he described the location and particular elements of the buildings he had considered were illustrative of Western-type architecture. Binick suggested that other members look at and photograph examples of Western-type architecture in other communities to consider for inclusion in the visual library.

The members then discussed the Ordinance language, addressing the need to further clarify the definition of Vertical Structures, perhaps by adding "including mobile structures." It was suggested that **Item 8.** be added to "**Definitions**" and titled, "**Development Activities,**" to cover "including but not limited to grading, temporary storage, screening, mobile units," and perhaps some other activities. The issues of changes created through grading, and temporary or permanent screening were also discussed, arising from some disagreement by the owner regarding vertical structures and screening in connection with a recent conceptual review before the Board.

The visual library photo album was reviewed page by page; it was suggested that the pictures be sorted into categories of Historical, Commercial and Residential. During the review the members made their recommendations to staff that each photo be either removed, replaced, or retained and classified according to one of the suggested categories. Binick reminded the members to get out their cameras and bring in more photos to review at a Work Session; it was agreed to schedule the Work Session for May 13th at 3:00 p.m.

9. Board Informational Reports:

Binick reported that he will be presenting the Quarterly Report before Town

Council tomorrow evening at their Work Session; any member of the Board who wants to attend is welcome to also participate.

10. Staff Report

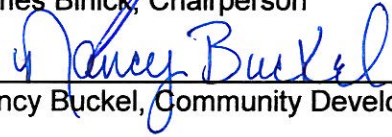
There was no staff report.

11. Adjournment

On a motion by Hough, seconded by Darby, the meeting was adjourned at 4:59 p.m.



James Binick, Chairperson



Nancy Buckel, Community Development Director

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 8th day of April 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27th day of May, 2008.



Margaret Harper, Recording Secretary